

Jamal Rivera

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SUMMARY

Dedicated and detail-oriented recent graduate with a Bachelor's degree in Communication and Certification in Court Reporting, proficient in stenography and transcription technology. Eager to contribute strong reporting skills and an eye for detail to a dynamic legal team.

EXPERIENCE

Intern Court Reporter

Jan 2023 - Present

ABC Court Reporting Services, San Francisco, CA

- Assisted in transcribing over 40 hours of court proceedings, ensuring 98% accuracy.
- Implemented a new digital filing system that reduced document retrieval time by 30%.
- Collaborated with veteran court reporters to refine stenographic techniques, enhancing my speed by 15%.

Freelance Transcriptionist

Jun 2021 - Dec 2022

Freelance, San Francisco, CA

- Delivered high-quality transcripts for legal documents, maintaining a 95% client satisfaction rate.
- Managed multiple client projects simultaneously, meeting tight deadlines consistently.
- Developed a glossary of legal terminology that improved accuracy in transcriptions by 20%.

Administrative Assistant

Aug 2019 - May 2021

XYZ Law Firm, San Francisco, CA

- Streamlined office procedures that reduced paperwork processing time by 25%.
- Coordinated schedules and prepared materials for court sessions, ensuring optimal team efficiency.
- Gained knowledge of legal documentation and court procedures through daily operations.

EDUCATION

Bachelor of Science in Communication

May 2022

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Stenography, Transcription, Editing, Legal Terminology

Tools & Frameworks: CaseCAT, Digital Court Reporting Software, Microsoft Office Suite